

Molemole Municipality

MAYORAL BURSARY FUND POLICY

Mayor's Bursary Fund Policy

1. PREAMBLE

The pursuit of further education and training is important and central to the growth and development of society and therefore it is imperative that in our quest to unlock growth and development in our area we harness and develop skills that support our growth points.

Skills development is a catalyst to and a key pillar for the attainment of our municipal development objectives, it is therefore vital that our development plans should cater for the requisite skills and capacities central to realize our various interventions.

The provision of learning opportunities broadens professionalism, performance, productivity and helps to derive new ways of doing things and ensures a continued supply of skilled and capacitated human capital that will enhance and sustain service delivery by the municipality.

It is of outmost importance that resources are allocated to support and encourage this initiative that geared at developing human resources to sustain present and future survival of the Municipality hence the provision of the Mayor's bursary Fund as part of skills interventions as contemplated in the Workplace Skills Plans; the Integrated Development Plans; the Municipal Employment Equity Plan and targets as well as Affirmative Action Policy.

Molemole Local Municipality acknowledges its socio economic responsibility of enhancing and empowering its residents and to enable the residents to engage meaningfully in the economic development of the country.

2. DEFINITIONS

In this policy unless the context otherwise indicates-

Bursary holder/Bursar means a resident or dependent of a resident, to whom a municipal mayoral study bursary has been granted;

Fund/Funding means finances provided for by the municipality to provide for study bursaries purposes;

Council means Molemole Local municipality, and any Committee and /or employee to whom council in accordance with section 59 (1) of the Local Government Municipal Systems Act,2000 (Act 32 of 2000) has been empowered to delegate and has in fact delegated the powers, functions and duties vested in the Council in relation to these By-laws.

Course means a learnership or training module towards a degree, diploma or certificate or any portion thereof consisting of a specific number of subjects or modules to be completed within the fixed period as determined by educational institutions, and/or relevant Sector Education and Training Authorities (SETA) and which the Council has approved.

Educational institutions means an institution registered as a University, College, Technikon or other institution of further or higher education and training.

Study Bursary means a conditional study bursary granted to residents, or dependent of a resident subject to conditions of performance as stipulated by council from time to time.

MFMA means Local government: Municipal Finance Management Act no. 56 of 2003

Act means the Local Government: Municipal Systems Act, 2000 (32 of 2000)

Labour Relations Act means the Labour Relations Act 66 of 1995 as amended.

Resident means any person who himself resided or whose parents reside within the municipal area of the Molemole Local Municipality at the time of application.

Workplace Skills Plan' means the skills development plan, formulated and adopted by council, in accordance with the skills development act, no 97 of 1998 and submitted to the LGSeta annually.

3. APPLICATION

3.1 This policy is applicable to all residents of Molemole Local Municipality regardless of race, gender, religion, greed or disability.

3.2 for purpose of this policy Molemole Local municipality residents includes persons residing, working and or carrying business within the geographic boundaries of the municipality.

4. PURPOSE

The objective of this policy is to:

4.1 To give effect to section 152 of the constitution which requires municipalities to strive within its financial and administrative capacity; to promote social and economic development.

4.2 To ensure that residents receive education regardless of their social class and standing by granting residents and/or students bursaries to unlock the human potential and contribute towards upliftment of the underprivileged and poor.

4.3 To create a learning culture amongst residents where life-long learning is encouraged.

4.4 To encourage and support students residing in the municipal area (in particular the under privileged) who intend pursuing formal learning at accredited educational institutions in order to obtain qualifications in areas which are in line with the municipality's core functions.

4.5 To generate sufficient supply of critical and scarce skills within the Molemole Local Municipality and the Local Government Sphere.

4.6 To support and address the Municipal Employment Equity (EE) and Affirmative Action (AA) targets and objectives of the Municipality as spelled out in the Employment Equity Plan.

5. BUDGET

5.1 The Human Resources section of the Corporate Services Department shall within its overall operational budget each year provide budget for Mayor's Bursary Fund to be granted to selected students during an academic year.

5.2 This shall be based on a projected increase in academic fees, as well as the Municipality's knowledge/skills requirements.

5.3 The budget amount shall be allocated to students studying towards selected learning areas as determined by council from time to time.

5.4 The bursary provides for expenses in relation to:

- (i) Registration fees
- (ii) Tuition fees
- (iii) Examination fees
- (iv) Accommodation
- (v) Study and Learners support material except Laptops/ Tablets or Desktop Computers.

5.5 Should the bursar need to repeat a course, he/she shall do so at his/her own costs, the municipality may not pay for study unit more than once unless under exceptional circumstances.

6. DURATION OF STUDY BURSARY; EVALUATION AND ADJUDICATION PROCESS AND CRITERIA

The municipality shall allocate study donations for studies at an educational institution for study periods not exceeding four (4) years per allocation, provided that in cases of study by means of correspondences or similar method of remote tuition the municipality may, by council resolution determine another period for completion of these studies or training, which period shall not exceed the number of years that equals the number of

subjects, courses, modules or similar study units as prescribed by the educational institute or learnership provider.

6.1 Each applicant for a bursary application shall be evaluated and adjudicated by the Bursary Committee that will amongst others consider academic and financial merit of application;

6.2 The bursary Committee reserves the right to approve a study bursary to any person or any category of persons, or to limit the granting of study donations to any category of persons, provided that-

- An applicant/parents/guardian are residents of the municipality;
- An applicant has passed his matriculation examinations (grade 12) or tertiary studies exceptionally;
- Applicant/parent/guardian consumer account where applicable is not in arrears;
- All the necessary supporting documents have been attached and meet the set requirements;
- Proof of acceptance at a recognized educational institution

6.3 Reasons shall be furnished, upon receipt of a written request by an applicant, for any non- approval of applications.

7. TERMS & CONDITIONS FOR THE STUDY BURSARY

The conditions stipulated hereunder shall apply with regard to awarding of study donations to applications:

- (a) All residents of Molemole, irrespective of gender, race, culture, tribe, age, creed, educational level, seniority, disability or status may apply for a study donation.
- (b) The Municipality may at any time suspend the study donation to the study donation holder in its sole discretion if the study donation holder does not make satisfactory academic progress. A study donation holder shall be deemed to be making satisfactory academic progress if he/she has attained more than 50% of each of the course(s)/subject(s) registered for in an academic year.

- (c) The study donation holder shall repeat failed course(s)/subject(s) at his/her own cost. No further study donations shall be granted to an applicant/bursary holder until the failed courses have been repeated and passed.
- (d) A study bursary shall be awarded to a resident of the municipality who pursues studies which are in line with the fields of studies as determined by council from time to time and priorities as identified in the Workplace Skills Plan.
- (e) A bursary holder shall immediately upon successful completion of his/her full time studies make himself/herself available for appointment on a remuneration to be determined by council and will be contractually bound to the Municipality for a period equal to that for which the study donation was granted, or a period as determined by council.
- (f) Molemole Local Municipality Mayoral Bursary allocation is deemed to be covering expenses related to registration, tuition, study materials, learners support and contribution towards residence fees for the academic year or semester.
- (g) Each bursary is awarded annually for one year or 2 semesters in a calendar year initially and is renewable based on academic performance and/or funds availability.
- (h) Only applicants studying towards a three year tertiary qualification at a recognized institution of higher learning in the field as determined by council from time to time.
- (i) Preference will be given to applicants studying towards municipal related courses.
- (j) Students registered at Further Education and Training colleges will be given first preference when allocating bursaries for prospective applicants.
- (k) Only applicants who have proven legitimate exceptional academic performance and are from households with a combined monthly family income below the level determined by council from time to time will be considered.
- (l) Should the bursar's financial circumstances improve tremendously during the study duration, the municipality may withdraw its financial support in favour of the bursar to help other needy and deserving students.
- (m) The bursar undertakes to complete their studies within a maximum period provided for the course, a bursary award may not exceed the normal period specified for the course.

- (n) The municipality reserves exclusive rights to discontinue bursary awards if in its opinion the academic performance of the student is unsatisfactory, or the student violates and is charged and found guilty of contravening any regulation of that tertiary institution.
- (o) Molemole Local Municipality bursary holder may **NOT** be recipient of any other conditional concurrence bursary funding from any other bursary provider for the term of the bursary unless prior approval has been granted by the Municipality.
- (p) Molemole Local Municipality is under no obligation to cover the full expenses related to registration, tuition, study material and residence fees of the bursary holder, a bursary allocation will be once off allocation for each or semester the value thereof is to be determined on application.
- (q) Applications must be accompanied by all the specified supporting documents, the municipality reserves the rights to request additional information in order to authenticate any information provided so as to ensure that only deserving students/prospective students receives financial assistance.
- (r) Any fraud and/ or non-disclosure and/or misrepresentation shall result in the application being disqualified.
- (s) A predetermined number of bursaries will be awarded based on academic and financial merit applicants.
- (t) Successful candidates are to enter into an agreement with the Municipality to serve council for the duration equivalent to that of the bursary immediately after completing his/her studies, or refund the bursary.
- (u) The municipality undertakes to remunerate the bursar at applicable market related rate upon bursar's resumption of duty;
- (v) Upon the completion of the agreed period the bursar and/ or the municipality reserves the right to renegotiate or not renegotiate the terms of employment;
- (w) Failure to renew or enter into a new agreement/contract shall not constitute unfair labour practice and/ or constructive dismissal as contemplated by the labour relations acts.
- (x) The municipality may out of its own consideration opt not to enforce subsection (r) upon completion of study of the bursar in which instance the municipality will not require that the bursar reimburse the bursary advanced to the bursar.

7 TERMINATION OF STUDY COURSE

- (a) If the bursar abandons, for whatever reason, the course of study for which the study donation has been granted within the first six months of the study year, any portion of the study donation not yet paid out shall be forfeited.
- (b) The date furnished in writing by the educational institution concerned, shall be the date on which a bursar shall be deemed to have completed a course of study or the date of abandonment of such course, whatever the case may be.
- (c) In the event of death or disability of the bursar all the conditions stated under section 6 shall be deemed to have been complied with on condition that a certified death certificate or a written proof of disability is submitted.
- (d) Before the study donation is paid out a written agreement shall be entered into between the bursary holder and the municipality wherein the provisions of this policy shall be reaffirmed.

8 CONTRACTUAL OBLIGATIONS

- (a) The bursar is to enter into an agreement with the municipality to serve council for the donation equivalent to that of the bursary immediately after completing his/her studies or refund the bursary;
- (b) The bursar undertakes to work for the municipality for a duration equivalent to the period of study immediately after completion of studies.
- (c) The municipality may opt not to enforce sub-section 8(b).
- (d) The municipality undertakes to remunerate the bursar at applicable market related rate upon bursar's resumption of study.
- (e) Upon completion of the agreed period the bursar or the municipality reserves the right to renegotiate the terms of employment or to terminate the contract.
- (f) Failure to renew or enter into a new agreement /contract shall not constitute unfair labour practice and / or constructive dismissal as contemplated by the labour relations act.

9. GENERAL

- (a) If any of the provision of this policy have not been explicitly determined under the heading, finality shall be vested in the council at its exclusive discretion.
- (b) No provision contained in the policy shall be interpreted as depriving any of the parties of the right to lodge an application with a court of law, and for this purpose the jurisdiction of the magistrate's court is hereby acknowledged
- (c) Any dispute or grievance which may arise between the parties concerned in the application of the policy may be referred to the municipal manager and shall be dealt with in accordance with the dispute and grievance procedure of council.

10. SHORT TITLE AND COMMENCEMENT

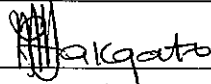
10.1 This policy shall be effective from the date it is adopted by the council

10.2 on adoption of this policy and the policy shall be known as the Mayoral Bursary Fund Policy of the Molemole local municipality.

10.3 The policy shall have a life span of three years and shall be reviewed annually by council.

11. ENDORSEMENT.

The Policy shall come into effect on the date of endorsement and shall cease only in the event where changes / variations has been signed by the Accounting Officer. Changes resulting from change in legislation or any mandatory order will have automatic effect.

Signature	
Initial & Surname	M-P Mankgato
Designation	Mayor
Council Resolution Number	OC 6.4.6/29/05/2015
Council date	29/05/2016